

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES**

CSBS
COLLEGE

Psychology
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

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BACKGROUND INFORMATION:

DEC 10 2013

1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward 11/25/2013
3. Department or College initiating proposed changes Department
4. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").

Office of
Faculty Affairs

The psychology department did not currently have part-time procedures beyond Section 700.

The Department wanted the ability to ensure that part-time faculty were providing instruction that was consistent with the expectations of the Department and that meet the needs of the students. Thus, increased evaluation was needed beyond Section 700 as outlined in the proposed changes.

5. The proposed changes have been approved by the faculty of the College or Department (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

[Signature] 11/26/13
Chair, Department Personnel Committee Date

[Signature] 11/26/13
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Chair, College Personnel Committee Date

[Signature] DEC 09 2013
College Dean Date

[Signature] 8/26/14
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>5'14</u>	<u>F'14</u>	<u>F'18</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Department of Psychology
Supplemental Personnel Policies & Procedures to Section 700
Temporary Academic Personnel

This supplement establishes additional policies for the Lecturers in the Department of Psychology that are consistent with, but elaborate on, Section 700 of the CSUN Administrative Manual: Academic Personnel Policies and Procedures for Temporary Academic Personnel.

Lecturer Review Committee

To assist the Chair with evaluation of lecturers, the Department of Psychology shall elect a Lecturer Review Committee. With consent of the department and the Chair, the Department Personnel Committee may function as the Lecturer Review Committee for any given year. The Committee normally consists of three, five, or seven tenured faculty members. The Department Chair is not eligible for membership. The Lecturer Review Committee shall provide peer reviews and recommendations on matters of reappointment and salary advancement.

Lecturer Appointment Process

Final decisions regarding appointment, service salary increase, and range elevation of a lecturer are made by the College Dean, following careful consideration of material in that lecturer's Professional Information and Personnel Action Files (see Section 703.1) and recommendations made by the lecturer's Department Chair and the Lecturer Review Committee. Specifically, the Lecturer Review Committee and the Department Chair separately and in writing shall provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. In the event that the Lecturer Review Committee and Department submit conflicting recommendations, all materials will be forwarded to the Dean of the College of Social & Behavioral Sciences for a final decision.

Procedures for Evaluating Teaching Effectiveness

- A. Lecturers shall be visited in their classes once each academic year. A class visit shall be made during the first semester a lecturer is employed.

Class visits shall be made by the Department Chair, a member of the Lecturer Review Committee (as designated by the Chair), or another designee by the Chair from among tenured faculty of the Department.

Written student questionnaire evaluations shall be required for all classes taught by lecturers, with the exception of classes with corresponding labs. Specifically, if a class has a lab or multiple labs associated with the course (e.g., PSY 320/L, PSY 321/L), then the lecturer will have written student questionnaire evaluations for the lecture course. Evaluations of the corresponding labs are optional.

- B. Teaching effectiveness refers to the instructor's success in providing learning experiences well-designed to achieve the Department's student learning outcomes and educational objectives of classroom instruction. Instructional contributions are made primarily through teaching. Thus, teaching effectiveness is an essential criterion for reappointment and salary advancement.

The lecturer must demonstrate to the satisfaction of the Chair and Lecturer Review Committee (1) abilities as an effective university instructor, (2) abilities to support the Department's student learning outcomes, (3) sufficient scope of that material that represents the field and is consistent with the course description, and (4) training consistent with an ability to teach requested courses at a collegiate level. The performance of the lecturer must be acceptable in all of these areas for reappointment to be recommended.

Thus, the Chair and Lecturer Review Committee should examine the lecturer's syllabus and course materials in addition to evaluating their effectiveness in the class. As stated in Section 700 of the Administrative Manual, lecturers can provide additional information in their Professional Information File to demonstrate their teaching effectiveness.

Oral or Written Comments about Lecturers

Each year, students will be invited to consult with the Department Chair and/or Lecturer Review Committee during the evaluation of lecturers in the Department in person or through other forms of communication (e.g., email). The date, time, and location will be announced through appropriate methods of communication such as postings on Department bulletin boards, the Department's Web page, in classrooms, and/or email.

Students will be informed that they may request an additional appointment time to meet with the Department Chair or the Lecturer Review Committee.

Written statements from students regarding lecturers shall be handled in accordance with Section 707. Lecturers have the right to review and respond to student statements as per Section 700 of the Administrative Manual.

Appointment and Evaluation of Lecturers

- A. During the spring semester preceding the start of the following academic year, the Department of Psychology will advertise any anticipated temporary faculty openings.
- B. The Department will establish a deadline for accepting new applications and reappointment requests for current lecturers.
 1. New applicants must complete and submit the following:
 - a. Department application,
 - b. A resume or vita,
 - c. Three letters of recommendation,
 - d. Additional evidence of teaching effectiveness (e.g., student or peer evaluations of teaching) if available,
 - e. Transcripts from each university they attended, and
 - f. A short justification for **each** class they feel they are qualified to teach. Appropriate justifications include relevant coursework, previous teaching experience, and relevant work or volunteer experience).
 2. Current lecturers must submit a written request specifying which courses they would like to teach along with a short justification for **each** class they feel they are qualified to teach. A Department form will be provided.

- C. After the deadline, the department will establish a pool of qualified applicants as described in Section 700 and below.
1. Applicants will be evaluated for each course in which they have a completed justification. Specifically, the Lecturer Review Committee will give a *satisfactory* or *unsatisfactory* rating for each applicant on each course s/he requests to teach. If a faculty member is deemed unsatisfactory, a justification will be provided to the chair.
 2. To get a satisfactory rating, applicants will be evaluated on the following criteria by the Lecturer Review Committee:
 - a. Appropriate degree (at least a master's degree in a relevant field of study)
 - b. Relevant coursework,
 - c. Teaching experience,
 - d. Evidence of teaching effectiveness,
 - e. Quality of recommendation letters,
 - f. Relevant scholarly activities, and
 - g. Relevant volunteer or work experience.
 3. Next, all applicants with a satisfactory classification for a course will be evaluated using the criteria outlined above.